

**GEORGIA STATE BOARD OF
NURSING HOME ADMINISTRATORS
MEETING MINUTES
September 27, 2012**

The Georgia State Board of Nursing Home Administrators met Thursday, September 27, 2012 at 237 Coliseum Drive, Macon, Georgia 31217.

Members Present:

Barbara Baxter, Chair
Terrell Cook, Vice Chair
Norma Jean Morgan
Philip Stone
Scott Kroell
Carol Robinson (Via Teleconference)
Dr. Maranah Sauter
Christi Card (Via Teleconference)
Victoria Walter
Pamela Griffin, Consumer Member
Maxine McCullar

Board Members Absent:

W. Dennis Taylor, Jr., M.D.

Others Present:

Brig Zimmerman, Executive Director
Serena Gadson, Licensure Supervisor

Attorney General's Office:

Scarlett Shell, Assistant Attorney General
(Via Teleconference)

Ms. Baxter, Board Chair, established that a quorum was present and called the conference call meeting to order at 09:05 a.m.

Agenda: Approved as presented; No late agenda items.

Approval of Minutes

Ms. Morgan motioned, Mr. Kroell seconded and the Board voted to approve the conference call meeting minutes from the June 20, 2012 meeting as amended. None opposed, motion carried.

Executive Director's Report:

1. Correspondence from the National Association of Long Term Care Administrators Board (NAB) regarding the Board's selection of a primary delegate for the upcoming mid-year meeting in November 2012.

Ms. Morgan motioned, Mr. Stone seconded and the Board voted to approve Ms. Barbara Baxter as the Board's primary delegate, with Mr. Cook to serve as alternate, for the November NAB mid-year meeting. None opposed, motion carried.

2. Reappointment of Ms. Maxine McCullar to the Board by Governor Deal – through June 4, 2014
3. 2013 Board Meeting Dates:
 - Thursday, March 28, 2013
 - Thursday, June 6, 2013 (Conference Call)
 - Thursday, September 19, 2013
 - Thursday, December 19, 2013 (Conference Call)

Dr. Sauter motioned, Mr. Stone seconded and the Board voted to approve the 2013 meeting dates as presented. None opposed, motion carried.

Ms. Morgan motioned, Dr. Sauter seconded, and the Board voted to accept the Executive Director's Report as presented. None opposed, motion carried.

Board Presentations:

Deputy Secretary of State, Mr. Kelly Farr presented the Board with a presentation and overview of the P.L.B. Division SFY13 Budget.

Board Rule Discussion:

The Rules Committee (Baxter, Cook, Kroell and Morgan) presented the Board with their revisions to the following rules.

- Rule 393-4-.02 Board Approved AIT Program Requirements
- Rule 393-5-.02 Late Renewal
- Rule 393-5-.03 Reinstatement
- Fee Schedule – In addition to the proposed rule amendments, a revised fee schedule was presented that included the renewal fees for the proposed two year licenses for training sites and preceptors (only to be adopted by the Board if/when the proposed rules are adopted as presented).

Mr. Kroell motioned, Mr. Stone seconded and the Board voted to refer the rules and the proposed revisions to the Attorney General's office for statutory authority. In addition, the Board voted to post for the minimum thirty (30) days for public view the proposed rule amendments upon receipt of the AG's office memo of authority, if granted.

Executive Session:

Mr. Kroell motioned, Ms. Card seconded, and the Board voted to enter into Executive Session in accordance with O. C. G. A. §43-1-2(k) (1) (2), § 50-14-2 (1), and 43-1-19(h) (2) &(4), to deliberate on applications, complaints, and to receive the Assistant Attorney General's, and Cognizant reports. Voting in favor of the motion were Baxter, Cook, Card, Sauter, Stone, Griffin, Kroell, Morgan, Robinson, McCullar and Walter.

At the conclusion of Executive Session on Thursday, September 27, 2012, Ms. Baxter declared the meeting to be "open" pursuant to the Open and Public Meeting Act O.C.G.A. § 50-14-1 et seq.

Applications:

Mr. Cook motioned, Ms. Card seconded, and the Board voted to accept the recommendations on the AIT monthly reports as presented. None opposed, motion carried.

ADMINISTRATOR IN TRAINING – MONTHLY REPORTS

- | | |
|------------------|--------------------------|
| 1. Adams, Stan | Reports Approved |
| 2. Ash, Amy | Reports Approved |
| 3. Burnett, Ken | Reports Approved |
| 4. D.C. | Pending additional hours |
| 5. Foskey, Linda | Reports Approved |
| 6. Gordon, John | Reports Approved |

7. T.H.	Pending the receipt of additional information
8. Lawhorn, Deborah	Reports Approved
9. Lewis, John	Reports Approved
10. Mackey, Linda	Reports Approved
11. Major, Patrella	Reports Approved
12. Metheny, Steve	Reports Approved
13. Narmore, Vanessa	Reports Approved
14. Nesmith, Thomas	Reports Approved
15. Orne, David	Reports Approved
16. Orouke, Robert	Reports Approved
17. Stewart, Shawntae	Reports Approved
18. Stewart-Wilson, Deborah	Reports Approved
19. Windham, Spencer	Reports Approved

Mr. Cook motioned, Mr. Stone seconded, and the Board voted to take the following action on applicants applying for licensure as follows. None opposed, motion carried.

APPLICANTS FOR LICENSURE AS AN ADMINISTRATOR IN TRAINING:

1. Conley, Rebecca	Approved for training
2. Devero, Annie	Approved for training
3. Dunaway, Rebecca	Approved for training
4. Evans, Keitta	Approved for training
5. Hill, DeeAnna	Approved for training
6. Hudson, Rita	Approved for training
7. King, Christopher	Approved for training
8. Respress, Clifford	Approved for training
9. Smith-Hardy, Amy	Approved for training
10. Wrenn, Richard	Approved for training

APPLICATIONS BY ENDORSEMENT:

1. Andersen, Dana	Approved for licensure
2. Becnel, Chance	Approved for licensure
3. Clark, Soukhy	Approved for licensure
4. Criger, Donald	Approved for licensure
5. Daniels, Mark	Approved for licensure
6. Hulgan, Darren	Approved for licensure
7. McMichael Jr. Bill	Approved for licensure

APPLICANTS FOR LICENSURE BY REINSTATEMENT:

1. Durrah, Alicia	Approved for licensure
2. Newton, LeeAnn	Approved for licensure

APPLICATIONS FOR LICENSURE AS AN APPROVED TRAINING SITES:

1. Budd Terrace at Wesley Woods	Approved Site
2. Riverview Health & Rehabilitation Center	Approved Site
3. Summerhill	Approved Site
4. Warrenton Health and Rehabilitation	Approved Site
5. W.R.R.C.	Denied; disapproved surveys

APPLICANTS FOR LICENSURE AS A LICENSED PRECEPTOR:

- | | |
|------------------------|--------------------------------------|
| 1. Cateau, Deke | Approved for licensure |
| 2. DuPont, Melanie | Approved for licensure |
| 3. L.F. | Denied; disapproved surveys for site |
| 4. Kendrick, Chette | Approved for licensure |
| 5. Register, Barbara | Approved for licensure |
| 6. Pittman, Jacqueline | Approved for licensure |
| 7. Pulliam, John | Approved for licensure |
| 8. Womack, James | Approved for licensure |

Professional Practices Committee Report:

Ms. Baxter gave an update on the pending complaint/investigation cases with the committee.

Cases closed, no additional actions required:

- NHA120037, NHA120042, NHA120044, NHA120047, NHA120053, NHA120055, NHA120056, NHA120057, NHA120060, NHA120061, NHA120064, NHA120065, NHA120070, NHA120074, NHA120075, NHA120079, NHA120080, NHA130002, NHA130003, NHA130004, NHA130005, NHA130006, NHA130009, NHA130012, NHA130015, NHA130016 and NHA130022 (All DCH Survey Cases)

Cases pending the receipt of additional information from DCH/Cases referred to DCH:

- NHA120048, NHA120068, NHA130014 and NHA130042

Ms. Morgan motioned, Mr. Stone seconded, and the Board voted to accept the Professional Practices Committee Report as presented. None opposed, motion carried.

Attorney General's Report:

Ms. Scarlett Shell, Assistant Attorney General provided a status report to the Board, which included information on any cases referred for action, requests for advice and/or requests for authority for proposed rules.

Ms. Morgan motioned, Mr. Cook seconded, and the Board voted to accept the Attorney General's Report as presented. None opposed, motion carried.

Additional Business: Policy on Administrative Issuance:

- Approval of applications for licensure by Endorsement, Reinstatement, Reactivation and Preceptor:
 - B. Baxter, T. Cook and N.J. Morgan
- Approval of AIT reports, AIT Training Sites and AIT Applicants:
 - M. McCullar, C. Card and C. Roberson
- Approval of Preceptor and Training Site Renewals:
 - M. Sauter, P. Griffin and S. Kroell

Mr. Scott motioned, Mr. Stone seconded and the Board voted to implement effective immediately a policy of administrative issuance of licenses, approval of reports and renewals by the administrative staff between scheduled meetings with one or more of the above named Board members reviewing and signing off on the applications, reports or renewals as noted. Any application report or renewal requiring disciplinary action by a vote of the full Board will be presented to the Board the next

scheduled meeting date and not issued or approved administratively. The Board will ratify the listing of all licenses, reports and renewals by administrative staff the next scheduled meeting date. None opposed, motion carried.

With no additional business to be discussed, Ms. Morgan motioned, Card seconded, and the Board adjourned the meeting at 11:42 a.m.

Minutes recorded by:

Brig Zimmerman, Executive Director

Minutes reviewed and edited by:

Brig Zimmerman, Executive Director

BARBARA BAXTER

President

BRIG ZIMMERMAN

Executive Director

These minutes were signed and approved on February 21, 2013